



State of Rhode Island and Providence Plantations Department of Elementary and Secondary Education

Educator Certification Emergency Form and Instructions

REQUIRED DOCUMENTATION CHECKLIST AND DISTRICT SIGN OFF PAGE

District Name: _____

District Contact Name for Emergency Application follow-up if needed: _____

District Contact Phone Number: _____

All required documentation must be submitted for your certification to be processed and reviewed. Applicants do not need to resubmit transcripts already on file with the Rhode Island Department of Education when applying for a new certificate area. Please only submit transcripts for new coursework and/or degrees completed.

Application:

- ☐ Completed application-signed by both the superintendent/designee and applicant

Coursework:

- ☐ Official transcript with conferral of degree from an accredited institution

Job Posting:

- ☐ Evidence of 30 days posting

Fees:

- ☐ \$200.00 for each area
- ☐ Check or money order made payable to **General Treasurer State of Rhode Island**

Cover Letter (if applicable):

- ☐ LEA provides additional details in support of a non-certified candidate, when fully certified candidate(s) have applied for the position
- ☐ I attest that this application is complete and all the required supporting documentation are attached.

Signature of LEA Human Resource Personnel

Date

****Emergency applications will only be processed when a completed application packet has been submitted.
Incomplete applications will not be reviewed. ****

Please mail completed application, fee, required documents and district sign off page to:

RHODE ISLAND DEPARTMENT OF EDUCATION
OFFICE OF EDUCATOR EXCELLENCE & CERTIFICATION SERVICES
255 WESTMINSTER STREET, 4TH FLOOR
PROVIDENCE, RI 02903-3400



State of Rhode Island and Providence Plantations Department of Elementary and Secondary Education

Emergency Preliminary Certificate Application Form

Ensure Educator Excellence:

Every student must have highly effective teachers.
Every school must have highly effective leaders and support professionals.
We must support educators throughout their careers.

Educator Certification in Rhode Island:

Educator certification is the process through which Rhode Island educators demonstrate that they are prepared to enter the profession as new educators and then continue to demonstrate currency and competency within their specific area(s) of certification. Educator certification is required for all educators in all Rhode Island public schools, state approved special education programs and state funded pre-kindergarten programs.

1. Use of this application:

- This application should be used **ONLY** by School Districts who are seeking an Emergency Certificate on behalf of an applicant for a certificate area where a certified and qualified teacher is not available.
- An Emergency Certificate is awarded only to an individual who meets specified requirements and has adequate content or knowledge of field preparation to fill a position while working towards the requirements for full certification.
- Both the School District and applicant are required to complete portions of the Emergency Certificate application.
- Emergency Certificates are generally issued to an applicant if the School District demonstrates that it has not been able to find an individual who is certified for a position that requires certification.
- Emergency Certificates are issued for one year and School Districts may seek renewal of an Emergency Certificate *without* additional documentation that it was not able to find a certified individual.
- Emergency Certificates may be renewed if the applicant provides evidence of progress towards the requirements for full certification.
- Individuals who complete all requirements for Full Certification while working under an Emergency Certificate should use the General Application for Certification to apply for a 3 Year Initial or 5 Year Professional Certificate.

2. How to complete this application:

- Provide the required information in Sections A, B, C, and D. If the application is for an Emergency Certificate in Career and Technical Education or World Languages, write in the specific Career and Technical Education area or World Language that you are requesting (e.g. Drafting, Quantity Foods, French, Spanish) in section B-1.
 - **Emergency Certificate Issuance:** Individual meets the Rhode Island certification requirements for an Emergency Certificate
 - **Emergency Certificate Renewal:** Individual enrolls and then completes the approved program, Credential Review Consortium Institution (CRCI) or RIDE Credential Review requirements for renewal of an Emergency Certificate AND provides evidence of a passing score on Rhode Island assessments, (when applicable).
- Calculate and provide the appropriate fees for certification areas identified in Section B.
Note: Payment must be included with the application and all fees are calculated by certification area and per processing request and are non-refundable.
- Review the list of required documentation on Page 3 and submit all required documentation in the specified format with your application. Note: Incomplete applications will be returned.
- Mail the completed application, fees, and documentation to the address on page 1 or page 8 of this application.

3. When to apply for Certification:

- School Districts may request Emergency Certificate(s) on or after July 1 prior to a school year. Year-round schools may request Emergency Certificate(s) at any time.
- School Districts may request the renewal of Emergency Certificate(s) on or after June 1 prior to a school year.

4. For more information: email egac@ride.ri.gov.

Certification Fees

All certification application fees are for processing requests and are non-refundable. Use the fee chart below to determine the appropriate fee for the request you submit. We are not able to accept cash. Make check payable to the *General Treasurer – State of Rhode Island*

Type of Request	Fee
Emergency Certificate: Issuance and Renewal	\$200.00 for each certification area

Required Documentation

All required documentation must be submitted for the application to be processed. The required documentation is detailed in the chart below. Note: transcripts that are already on file with the Rhode Island Department of Education do not need to be resubmitted with subsequent applications unless more current transcripts identify coursework and/or degrees not identified on the previously submitted transcripts.

Documentation	Conditions
Transcripts	Official or student-issued are accepted; photocopies or downloaded transcripts are not accepted. Note: If the transcript is provided as evidence of completion of a degree or program, the transcript must include a conferral or completion date.
Certification Test Score Reports	Original or photocopies are accepted.
Out-of-State Educator Certificate	Original or photocopies are accepted. Required if applying for Rhode Island certification through reciprocity. Note: The Out of State Educator Certificate must be a current and valid comparable, full state certificate at the National Association of State Directors of Teacher Education (NASDTEC) stage 3 level.
Work Experience	Official letterhead of employing agency. Required only if work experience is an issuance requirement for a certification area AND if the work experience was not completed in a Rhode Island public school.
Registered Nurse or Rhode Island Social Worker License	Original or photocopies are accepted.
Career and Technical Education Occupational License/Certification	Original or photocopies are accepted. Required if applying for RIDE CTE certification and the Occupational License/Certification is required by a Rhode Island governing body.
Recruitment Advertisement	Original or photocopies are accepted of an advertisement from a recognized media outlet

Certification Codes:

Teacher Certificate Areas			
11101	Early Childhood Education Teacher, Grades PK-2	11191	Early Childhood Bilingual and Dual Language Education Teacher, Grades PK-2*
11181	Early Childhood Special Education Teacher, Birth through Grade 2*	11192	Early Childhood English as a Second Language Education Teacher, Grades PK-2*
11201	Elementary Education Teacher, Grades 1-6	11291	Elementary Bilingual and Dual Language Education Teacher, Grades 1-6*
11281	Elementary Special Education Teacher, Grades 1-6*	11292	Elementary English as a Second Language Education Teacher, Grades 1-6*
11301	Middle Grades English Teacher, Grades 5-8	11304	Middle Grades Social Studies Teacher, Grades 5-8
11331	Middle Grades English Teacher Elementary Extension, Grades 5-8*	11334	Middle Grades Social Studies Teacher Elementary Extension, Grades 5-8*
11341	Middle Grades English Teacher Secondary Extension, Grades 5-8*	11344	Middle Grades Social Studies Teacher Secondary Extension, Grades 5-8*
11302	Middle Grades Mathematics Teacher, Grades 5-8	11381	Middle Grades Special Education Teacher, Grades 5-8*
11332	Middle Grades Mathematics Teacher Elementary Extension, Grades 5-8*	11391	Middle Grades Bilingual and Dual Language Education Teacher, Grades 5-8*
11342	Middle Grades Mathematics Teacher Secondary Extension, Grades 5-8*	11392	Middle Grades English as a Second Language Education Teacher, Grades 5-8*
11303	Middle Grades Science Teacher, Grades 5-8		
11333	Middle Grades Science Teacher Elementary Extension, Grades 5-8*		
11343	Middle Grades Science Teacher Secondary Extension, Grades 5-8*		
11401	Secondary Grades Agriculture Teacher, Grades 7-12	11408	Secondary Grades Mathematics Teacher, Grades 7-12
11402	Secondary Grades Biology Teacher, Grades 7-12	11409	Secondary Grades Physics Teacher, Grades 7-12
11403	Secondary Grades Business Education Teacher, Grades 7-12	11410	Secondary Grades Social Studies Teacher, Grades 7-12
11404	Secondary Grades Career and Technical Education Teacher, Grades 7-12	11481	Secondary Special Education Teacher, Grades 7-12*
11405	Secondary Grades Chemistry Teacher, Grades 7-12	11491	Secondary Grades Bilingual and Dual Language Education Teacher, Grades 7-12*
11406	Secondary Grades English Teacher, Grades 7-12	11492	Secondary Grades English as a Second Language Teacher, Grades 7-12*
11407	Secondary Grades General Science Teacher, Grades 7-12		
11501	All Grades Art Teacher, Grades PK-12	11510	All Grades Theatre Teacher, Grades PK-12
11502	All Grades Dance Teacher, Grades PK-12	11512	All Grades World Language Teacher, Grades PK-12
11503	All Grades Family and Consumer Science Teacher, Grades PK-12	11582	All Grades Special Education – Deaf and Hard of Hearing, Grades PK-12*
11504	All Grades Health Teacher, Grades PK-12	11583	All Grades Special Education – Visually Impaired, Grades PK-12*
11505	All Grades Library Media Teacher, Grades PK-12	11584	All Grades Special Education – Severe Intellectual Disability, Grades PK-12*
11506	All Grades Music Teacher, Grades PK-12	11585	All Grades Adapted Physical Education Teacher, Grades PK-12*
11507	All Grades Physical Education Teacher, Grades PK-12	11591	All Grades Bilingual and Dual Language Education Teacher, Grades PK-12*
11508	All Grades School Nurse Teacher, Grades PK-12	11592	All Grades English as a Second Language Education Teacher, Grades PK-12*
11509	All Grades Technology Education Teacher, Grades PK-12		
Administrator Certificate Areas			
12001	Building Level Administrator, Grades PK-12	12016	Superintendent of Schools
12011	District Level Administrator – Curriculum, Instruction, and Assessment*	12017	District Level Administrator Special Education
12015	School Business Administrator		
Support Professional Certificate Areas			
13001	School Counselor	13011	Reading Specialist/Consultant*
13002	School Psychologist	13012	Mathematics Specialist/Consultant*
13003	School Social Worker	13013	English as a Second Language Specialist/Consultant*
13004	Speech and Language Pathologist	13021	Instructional Leader*
13005	Registered School Nurse		

*Any Certificate Area with an asterisk is a Dependent Certificate. To obtain this certificate, the applicant must hold the required Independent Certificate Area. The list of Independent and their Dependent Certificates can be viewed at www.ride.ri.gov/Certification

Section A: Applicant Information (Please Print Clearly)

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Primary											
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City/Town

State _____ Zip _____

☐ Hispanic/Latino

☐ Not Hispanic/Latino

☐ I do not wish to respond

☐ American Indian/Alaska Native

☐ Asian

☐ Black/African American

☐ Native Hawaiian/Other Pacific Islander

☐ White

☐ I do not wish to respond

☐ Female
☐ Male
☐ I do not wish to respond

Notes

Section B: Certification Information

Section B-1

Emergency Certificate: First Issuance or Renewal

Please check only ONE box:

\$200 for each certification area

First Issuance

☐

Renewal

☐

Certification Area(s): Identify each Certification Area requested using the Certification Area Codes from page 5.

Example:

11101 \$200

\$200

\$200

For World Language, Bilingual and Bicultural, or CTE certification requests, please state the language or CTE area(s).

Section C

Renewal Attestation(To be completed by the educator preparation provider)

The Renewal Attestation by the Preparation Program can be verified by submission of ONE of the following:

- completion of section C-1 (below) or
- completed Entrance/Exit Assessment document from the approved credential review program of study or
- letter from an approved program stating the educator's enrollment.

Section C-1

I certify by my signature that:

- ☐ The said candidate has begun a coursework of study to work towards full certification in RI.

Candidate Name

Date

Name of Provider Representative (Please Print)

Signature of Provider Representative

Position, Organization

Email Address

Section D: Recruitment Process Attestation (To be completed by Superintendent)

I certify by my signature that:

- ☐ No certified and qualified individual was available for the position
- ☐ The School District has advertised the position for a minimum 30 days through a recognized media outlet prior to submitting the request for an Emergency Certificate

Signature of Superintendent or Director of School

Date

School District (Print)

Required District Documentation

- Recruitment advertisement from recognized media outlet

Section D: Required Information and Authorization (To be completed by the Applicant)

Read the statements in the box below, provide answers to the following questions by placing a ✓ in the appropriate box, and sign and date the authorization line attesting to the accuracy of the information in this application.

Teachers and other school personnel certified by the State of Rhode Island must be of good moral character. Rhode Island General Law 16-12-3 states that "Every teacher shall aim to implant and cultivate in the minds of all children committed to his care the principles of morality and virtue." Your answers to the following questions regarding your employment, criminal, and certification history are important. Any criminal matter covered by a question must be disclosed regardless of how long ago it occurred or how unimportant it may seem. Criminal matters do not necessarily preclude certification, but the failure to answer a question truthfully may result in disqualification. Furthermore, Rhode Island General Law 11-18-1 prohibits the submission of a document containing a false and misleading statement to a public agency, and Rhode Island General Law 11-58-1 prohibits the use of a falsified educational record of a postsecondary institution.

Disclosure of the Social Security Number on page1 is mandatory. It will be furnished to the Rhode Island Division of Taxation pursuant to Chapter 76 of Title 5 of the Rhode Island General Laws, which states that any person applying for or renewing a license to conduct a profession within Rhode Island must have filed all required state tax returns and paid all taxes due the state. The statute also requires the following certification: "I hereby certify, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state, entered into a written time payment agreement with the Rhode Island Division of Taxation, or am pursuing administrative or appellate review of unpaid taxes."

Legal Questions:

For each response of 'YES' you must attach a detailed explanation and specified documentation to your application. If you have previously submitted documentation for a specified question, you do not need to resubmit. Please indicate that the documentation was previously submitted in the margin next to the applicable question. Please note that there is a continuing duty to submit supplemental documentation relating to any events or circumstances requiring a "yes" response to the questions below.

		Yes	No
1.	Have you ever been dismissed from any employment or have you ever resigned from any employment following the initiation of disciplinary action? If yes, attach an explanation.		
2.	Are you the subject of disciplinary action in your present employment? If yes, attach an explanation.		
3.	Have you ever been convicted of a felony or a misdemeanor? If yes, attach a copy of the conviction record(s). Expunged convictions must be disclosed under Rhode Island General Law 12-1.3-4 Attach an explanation stating the date, location and nature of the offense(s) involved in the expunged conviction(s).		
4.	Have you ever entered a plea of nolo contendere to a felony or misdemeanor charge? If yes, attach a copy of the conviction and/or probation record(s).		
5.	Are any felony or misdemeanor charges currently pending against you? If yes, attach an explanation.		
6.	Has your educator's certificate or license in another state ever been suspended, revoked, or surrendered? If yes, attach an explanation.		
7.	Are you currently the subject of any action to revoke or suspend your educator's certificate or license? If yes, attach an explanation.		

Out of State Certification

Do you hold a valid educator certificate in any other state?

If yes, provide the following information:

State:	Certification Area:	Certification Number:

AUTHORIZATION AND TAX CONFIRMATION:

I certify the accuracy of the information provided in this application and in any supporting documentation that I may submit. I have included all supporting documentation. I have read and understand the notice regarding Rhode Island laws above. I hereby authorize the release of information to the Department of Education for the purpose of investigating or verifying any information in my application.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature of Applicant)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (Date)
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We are not able to accept cash. Make check payable to the *General Treasurer – State of Rhode Island*

Please mail application, fee and all required documents to:

RHODE ISLAND DEPARTMENT OF EDUCATION
OFFICE OF EDUCATOR QUALITY AND CERTIFICATION
255 WESTMINSTER STREET, 4TH FLOOR
PROVIDENCE, RHODE ISLAND 02903

Note: To gain issuance of an Emergency Secondary Grades Career and Technical Education Preliminary certificate an applicant must provide evidence of the following requirements for processing and review:

- Submission of an emergency form, application fee, evidence of completed coursework and the completed work experience form(s) should be mailed or hand-delivered to the Office of Educator Quality.
- Upon receipt, the applicant's application will be processed and the Office of Multiple Pathways will review and verify the applicant's work experience. When applicable, a NOCTI test will be scheduled and administered by a Testing Coordinator. The NOCTI test fee will be submitted directly to the Office of Multiple Pathways. The Office of Multiple Pathways will send the completed Work Experience Verification form to the Office of Educator Quality and Certification.
- The applicant's file will then be reviewed by the Certification Office for a RIDE Credential Review. Following the review, the applicant will be issued a certificate or status form detailing any additional requirements or evidence that must be provided for issuance of a certificate.